

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Number: B98-84

Date: April 14, 1999

Expiration: 06/30/00

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: JTA SYSTEM VERSION 3.18.0 RELEASE

The purpose of this bulletin is to provide information regarding quarterly reporting requirement changes (using Job Training Act (JTA) Stateside system) that will go into effect April 19, 1999. In order to provide improved service and technical assistance to our subgrantees, the Job Training Partnership Division (JTPD) decided to immediately implement the Job Training Automation (JTA) system's stateside reporting feature which was initiated in January 1999, for reporting of Welfare-to-Work (WtW) expenditures. Beginning with the third quarter (quarter ending March 31, 1999), all Job Training Partnership Act (JTPA) and WtW expenditures must be entered and filed to the State using the JTA stateside reporting screens.

All non-JTA subgrantees are to send either hardcopy or diskette reports to the State as usual.

The WtW stateside logon identification (ID) used to access stateside expenditure reporting screens will now be called the JTA stateside logon ID. The JTA stateside logon ID will allow subgrantees to enter and print stateside expenditure reports for both WtW and JTPA programs. This JTA stateside logon id can be used immediately for WtW expenditure reporting and will be accessible for use in completing JTPA reporting as of April 19, 1999.

If you require additional JTA stateside logon IDs for staff needing access to stateside reporting screens, please complete section 7 on the attached Information Request Form (Attachment 1), and return to the address noted on the form before April 19, 1999.

Accessing stateside reporting entry/print screens is accomplished by connecting to JTA and selecting the Cash Management menu. On the second menu, select MER-Expenditure Reporting. Detailed instructions can be found in the attached Stateside Expenditure Reporting Guide (Attachment 2).

Local JTA access logon IDs and the ability to enter and print local SDA JTA screens will remain in effect. However, the ability to transmit reports to the State will be removed. You will need to logon to the stateside reporting screens to file quarterly and annual expenditure reports to the State.

If you have any questions on JTPA financial reporting, contact Debra Shepherd at (916) 654-2418. If you have questions on the JTA system or the guide, contact Shelly Evans at (916) 654-8058 or via e-mail to [sevans@edd.ca.gov](mailto:sevans@edd.ca.gov).

/S/ BILL BURKE  
Assistant Deputy Director

Attachments are available in our Resource Information Center or by clicking on the links below. Copies may also be obtained by e-mailing JTPD at [JTPDLIB@EDD.CA.GOV](mailto:JTPDLIB@EDD.CA.GOV) (subject line should read: "Attachment") or contacting Gia Valla at (916) 654-7686.

1. JTA Information Request Form
2. JTA Stateside Expenditure Reporting Guide

**JOB TRAINING AUTOMATION SYSTEM  
INFORMATION REQUEST FORM  
JOB TRAINING PARTNERSHIP ACT**

To: Employment Development Department  
Fiscal Programs Division, MIC 70  
**CASH CONTROL UNIT**  
P. O. Box 826217  
Sacramento, CA 94230-6217

Attention: Lynda Lawson

From: Subgrant Recipient: \_\_\_\_\_

Person responsible for Cash Request Security Password: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. The contact personnel who can answer questions regarding the cash request(s) is/are:

Name	Telephone Number
_____	( ) _____
_____	( ) _____
_____	( ) _____

2. The names of personnel authorized to enter or request Job Training Partnership Act (JTPA) cash request(s) through the Job Training Automation (JTA) System from the state or by faxing to the Cash Desk (916) 654-7537 are as follows:

Name	Telephone Number	Signature required
_____	( ) _____	_____
_____	( ) _____	_____
_____	( ) _____	_____

3. Please indicate the method of funding that you prefer to use by checking one of the below:

- a. ☐ Inter-Branch Deposit (See 4 and 7 below) **DEPOSIT SLIPS REQUIRED**  
 b. ☐ Wire Transfer (See 4 and 7 below)  
 c. ☐ U.S. Mail Delivery (See 5 and 7 below)  
 d. ☐ Direct Pickup (See 6 and 7 below)

Inter-Branch Deposits are for any account with Bank of America.

4. For inter-branch deposits or electronic wire transfers ("3.a." and "3.b." above), complete this section.

Please have all JTPA funds related to the above subgrant deposited into the following bank account:

Bank Name: \_\_\_\_\_ Bank Telephone #( ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Bank Account Name: \_\_\_\_\_  
Branch Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

5. For U. S. Mail Delivery of state warrants ("3.c." above), complete this section only if the address is different than that provided in the mailing address section.

Please send all JTPA related warrants to the above subgrant to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. For direct pick-up of state warrants ("3.d" above), complete this section.

Please release all JTPA funds related to the above subgrant to the following person and/or alternate.

Name	Telephone Number ( )	Signature
_____	_____	_____
_____	_____	_____

7. Persons authorized to enter expenditure reporting information into the JTA System:

Name	Telephone Number ( )	Signature
_____	_____	_____
_____	_____	_____

8. Signature of Authorizing Representative:

\_\_\_\_\_ Date: \_\_\_\_\_

One Information Request Form is required for each office.